

Salary Disbursement Request Instructions

With the passage of SB 6, school districts and charter schools can use their Instructional Materials Allotment (IMA) funds to pay:

- (A) for training educational personnel directly involved in student learning in the appropriate use of instructional materials and for providing access to technological equipment for instructional use; and
- (B) the salary and other expenses of an employee who provides technical support for the use of technological equipment directly involved in student learning.

Allotment disbursement requests for Salaries will be approved; however, the disbursement requests should be completed in three (3) increments per school year. Districts will be responsible for submitting the separate disbursement requests, indicating the pay period on each submission. The requests should be submitted in EMAT at the end of November, the end of February and at the end of the contract date for the 2011 – 2012 school year.

Each request should cover the dates as indicated below:

November – September, October, November

February – December, January, February

End of contract for the 2011-2012 school year – March – August (as applicable)

School districts and charter schools that have already submitted a disbursement request will need to cancel the disbursement and submit a new disbursement at the end of November, requesting only the amount to recover allowable salary expenditures for the months of September, October and November. Disbursement requests for salaries will always be a reimbursement to the district's payroll for this person.